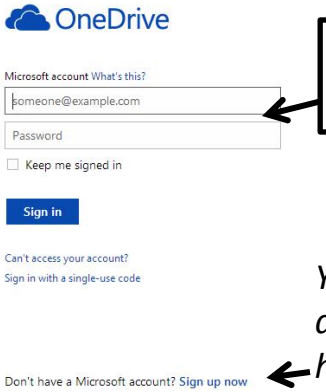
Microsoft OneDrive:

Store documents and pictures
Edit and create documents

Visit the webpage **onedrive.live.com**

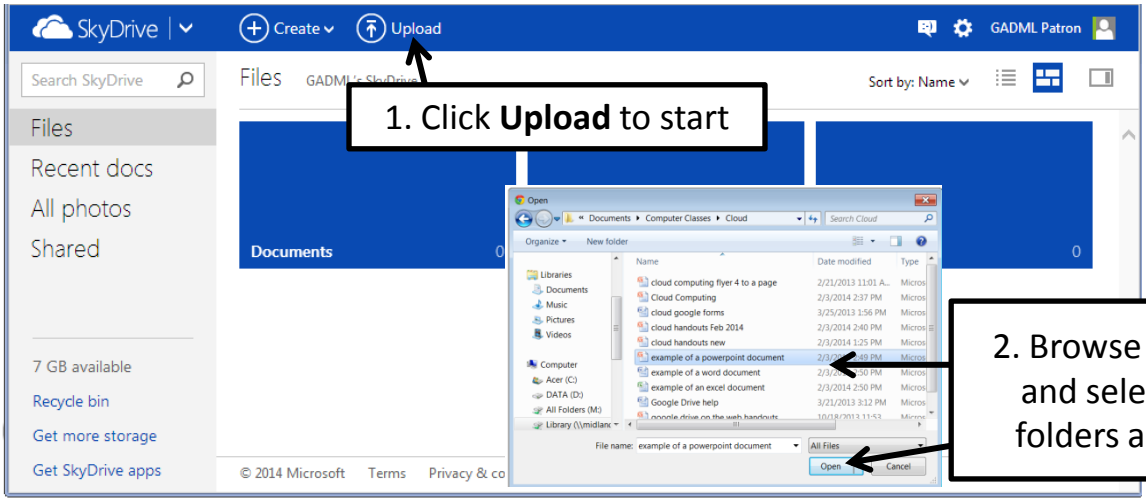


Log in with your Microsoft account

You can create an account if you don't have one yet.

Upload files from your computer to the webpage

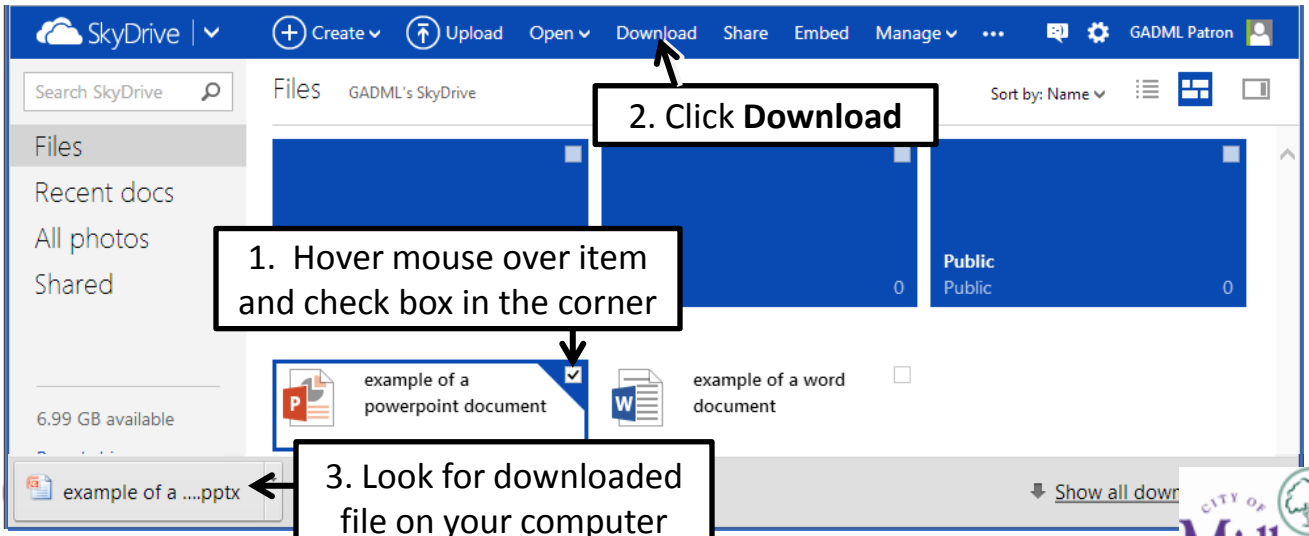
Note: Options on the page are task specific, menus at the top will change depending on what you are doing at the time.



1. Click **Upload** to start

2. Browse your computer and select the files or folders and click **Open**

Download files from the webpage to your computer



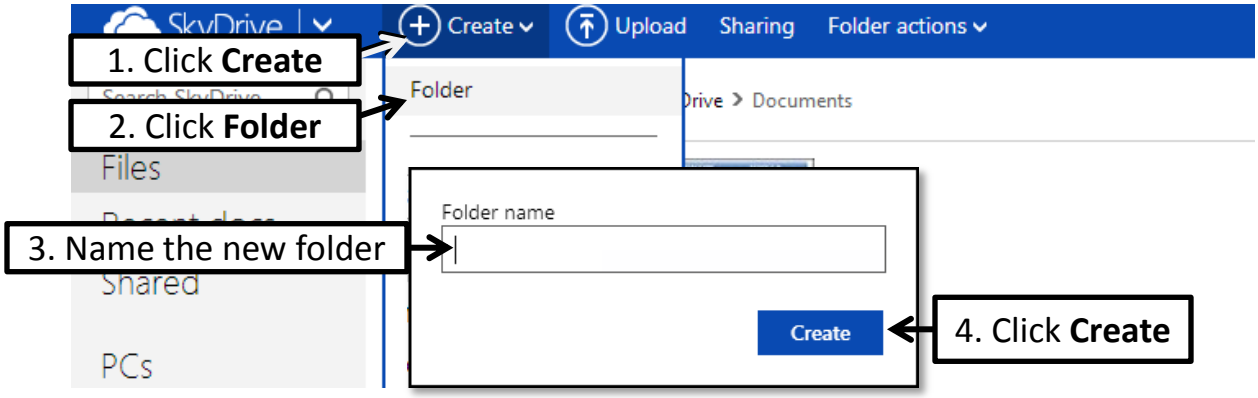
2. Click **Download**

1. Hover mouse over item and check box in the corner

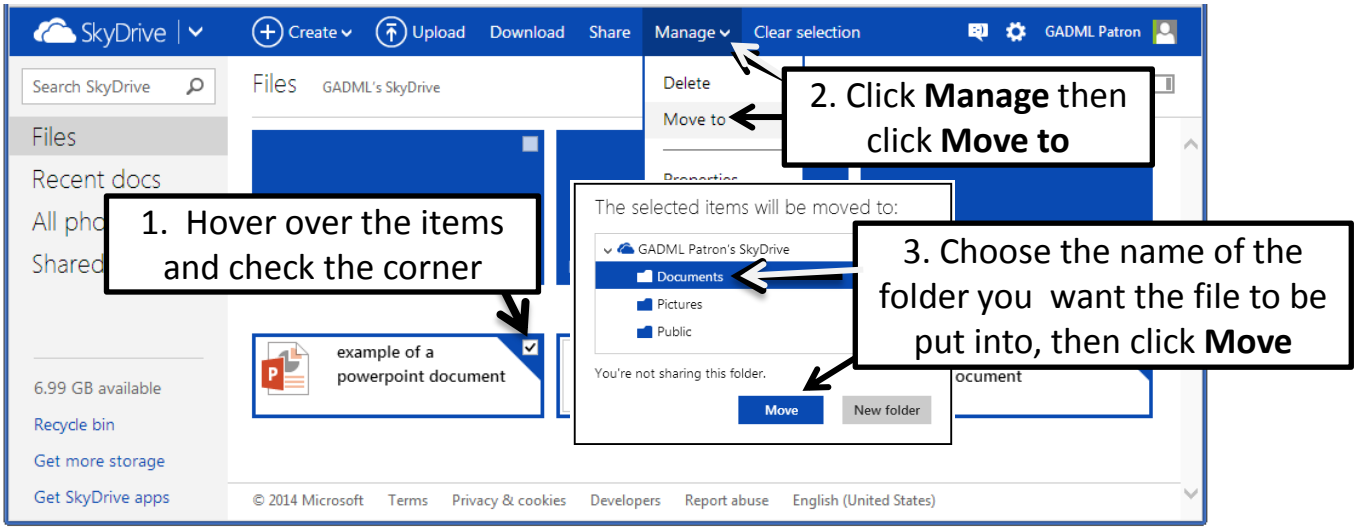
3. Look for downloaded file on your computer

CITY OF Midland

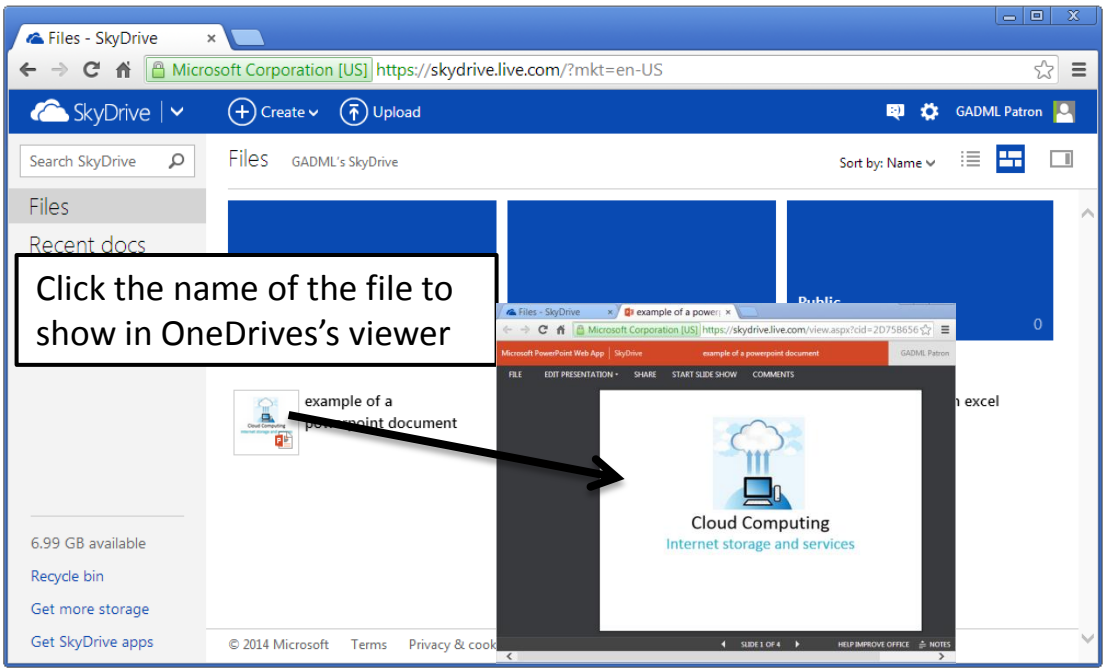
Organize by creating Folders



Move files to a folder – Drag and drop into the folder or:

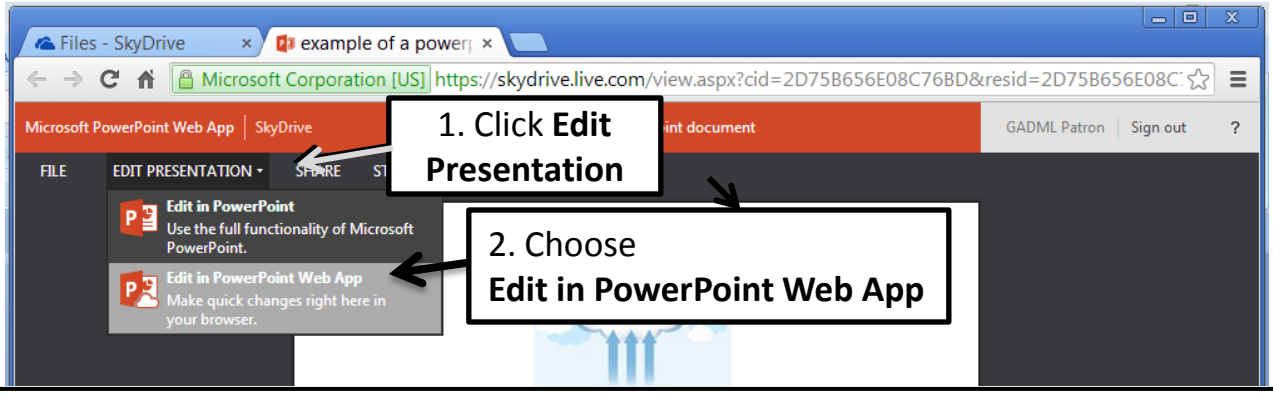


Open a document on the webpage

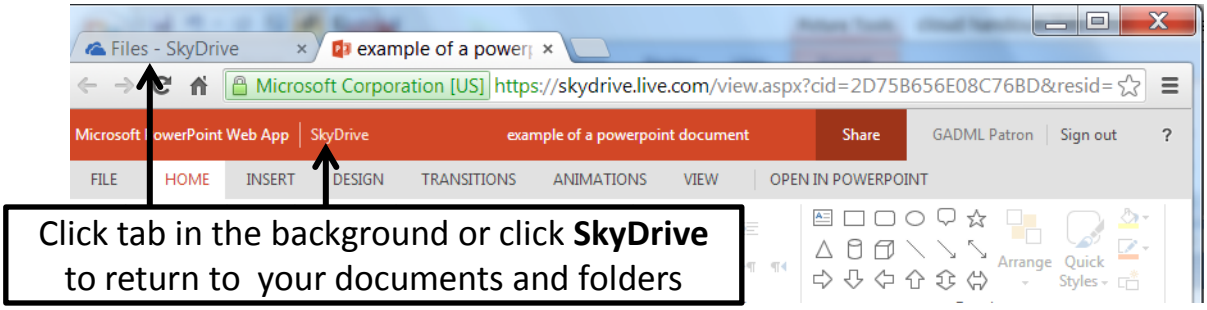


Edit the document on the webpage

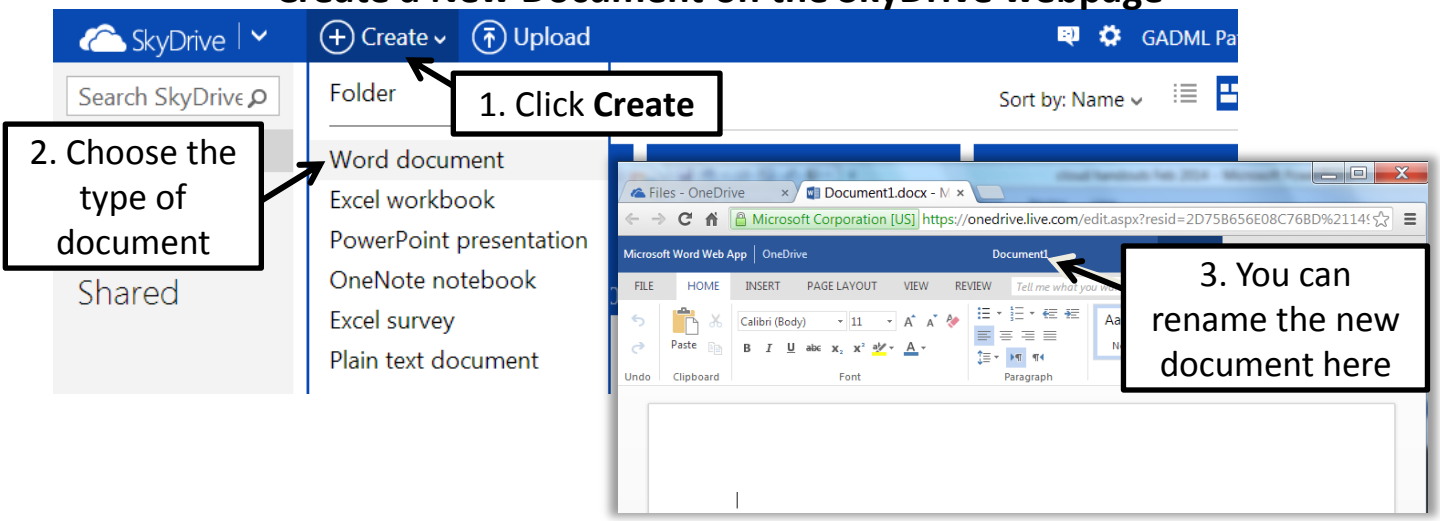
(SkyDrive website has a simplified versions of Word, Excel, and PowerPoint)



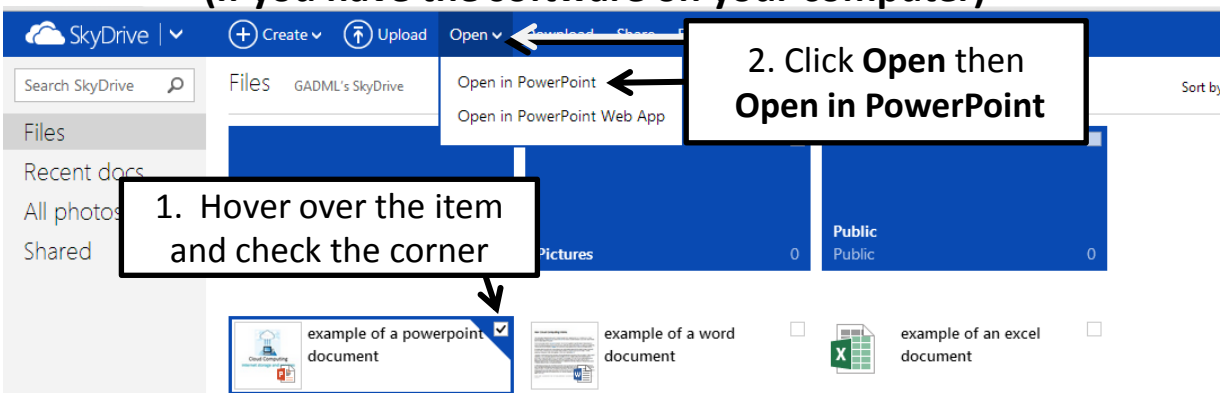
Return to Documents



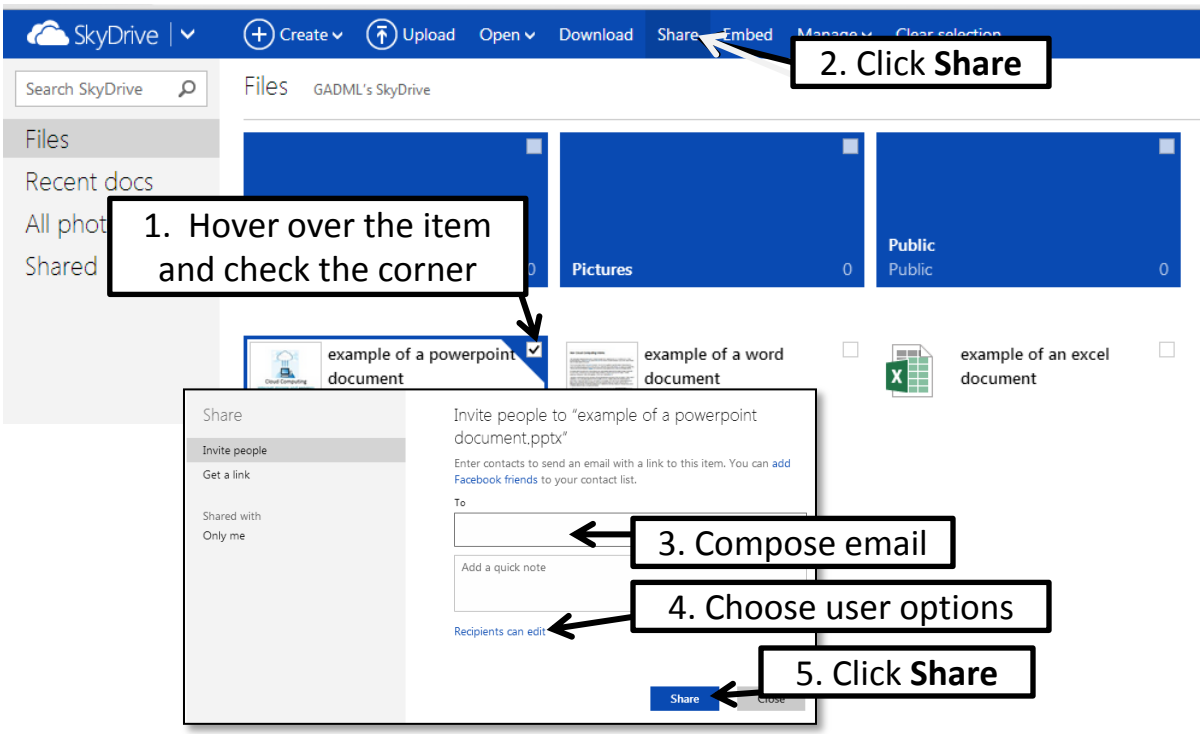
Create a New Document on the SkyDrive webpage



Open the document in Word, Excel, or PowerPoint
(If you have the software on your computer)



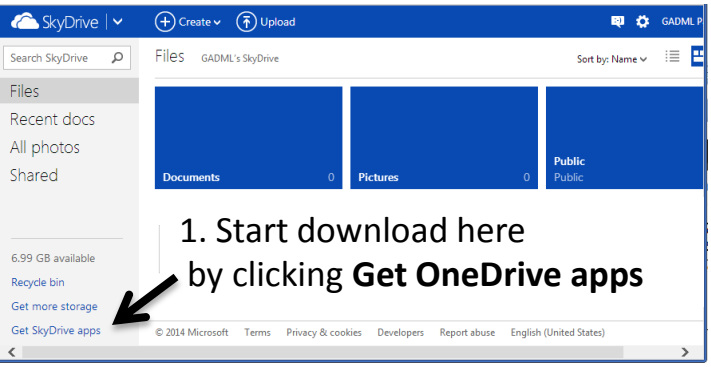
Collaborate - You can share your documents with other people to review and edit.

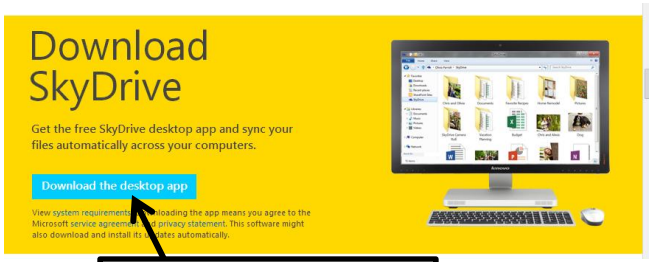


Use comments to communicate – Click document to open In the Viewer:

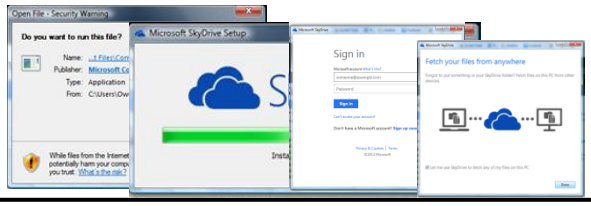
View and Remove the Comment

Download Drive for your computer (optional)



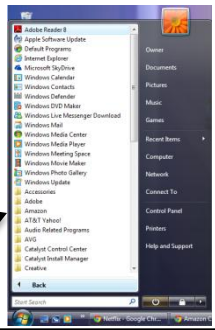


Install the program – You will be asked to log in with your Microsoft account information



Find the drive on your computer – 2 ways to find

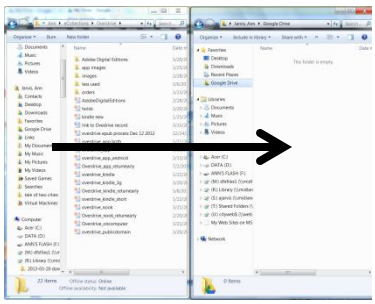
1. Click the Start Button, All Programs, then **Microsoft SkyDrive**



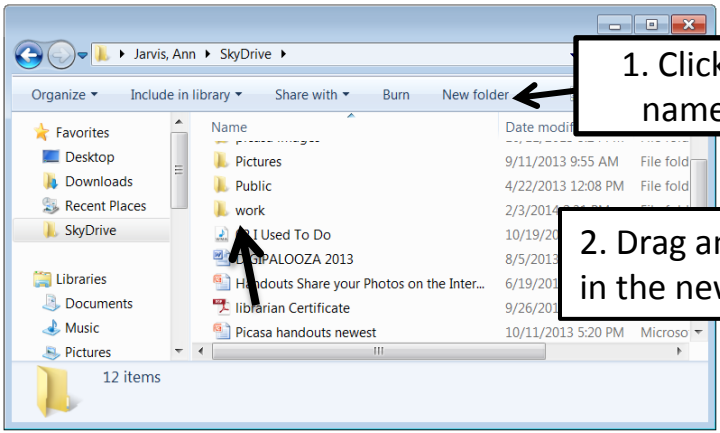
2. Click on taskbar icon

Upload items from your computer

The downloaded software shows up as a folder on your computer, anything you put into the folder will show up on the SkyDrive webpage and devices that have the SkyDrive App installed. Copy and paste from your computer folders to the SkyDrive folder.



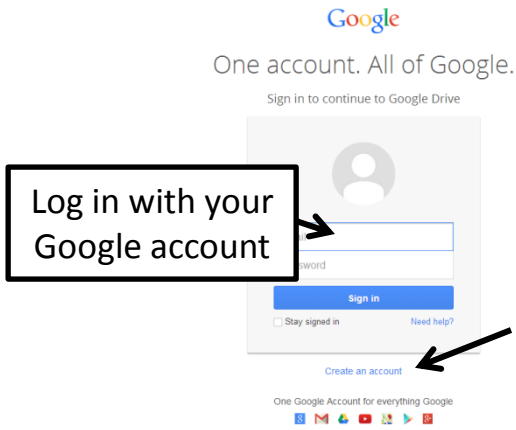
Organize the drive On your computer by using Folders



Google Drive:

Store documents and pictures
Edit and create documents

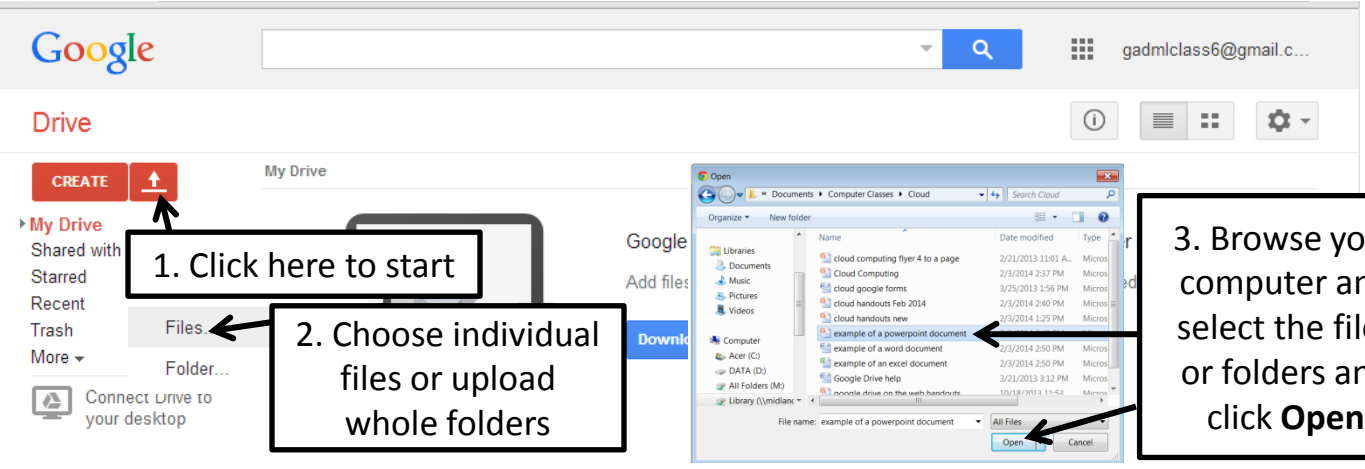
Visit the webpage **drive.google.com**



Log in with your Google account

You can create an account here if you don't have one yet.

Upload files from your computer to the webpage

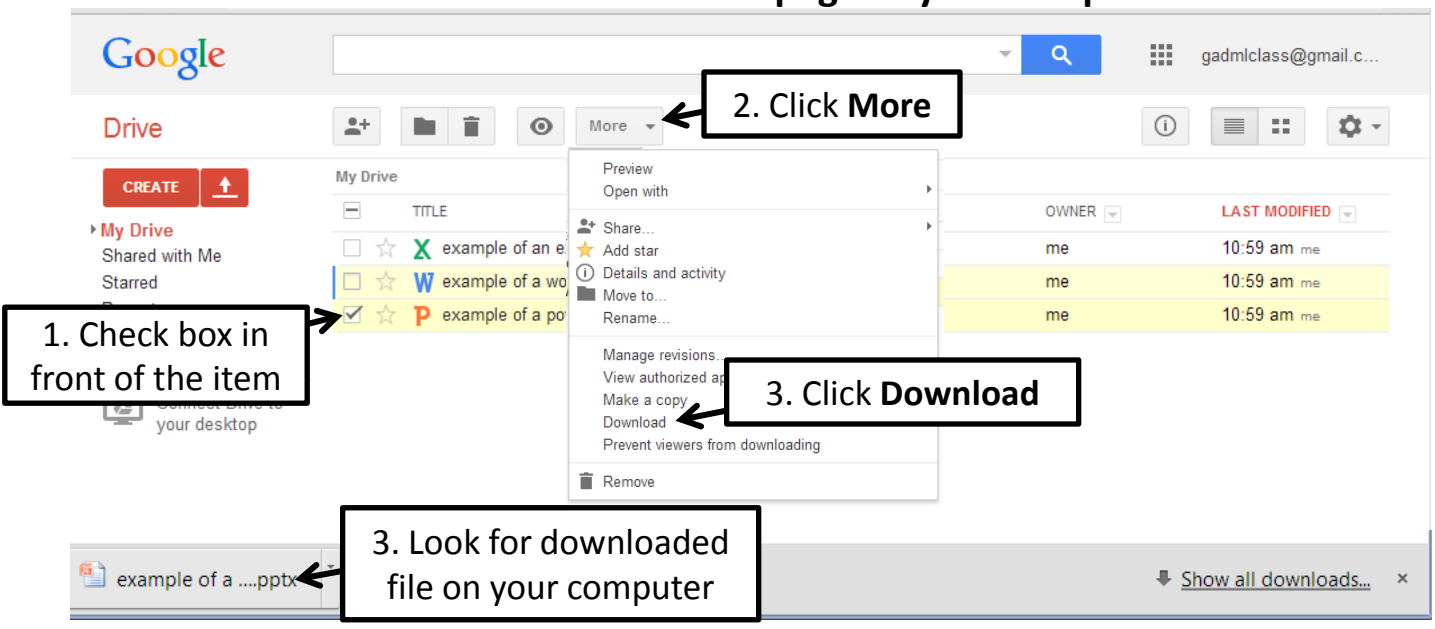


1. Click here to start

2. Choose individual files or upload whole folders

3. Browse your computer and select the files or folders and click **Open**

Download files from the webpage to your computer



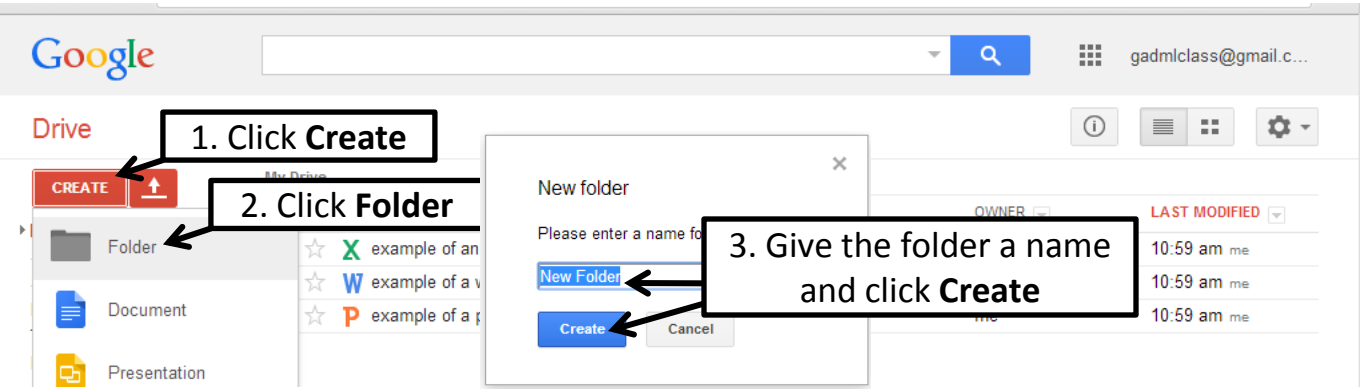
2. Click **More**

1. Check box in front of the item

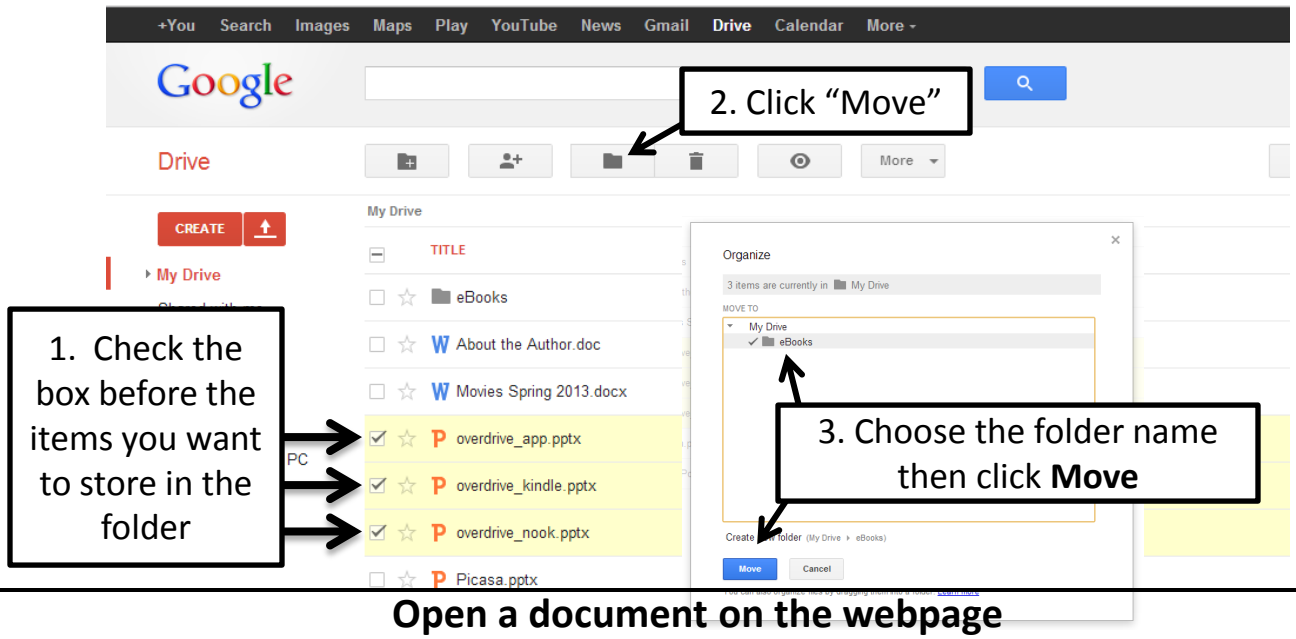
3. Click **Download**

3. Look for downloaded file on your computer

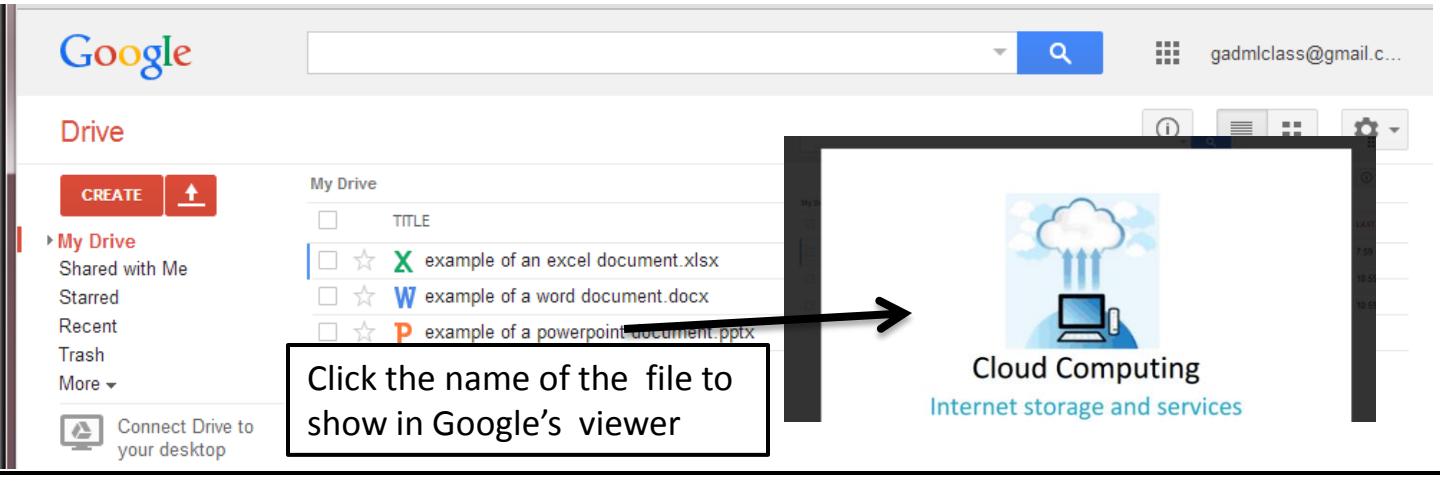
Organize by creating Folders



Move files to a folder – Drag and Drop or:



Open a document on the webpage

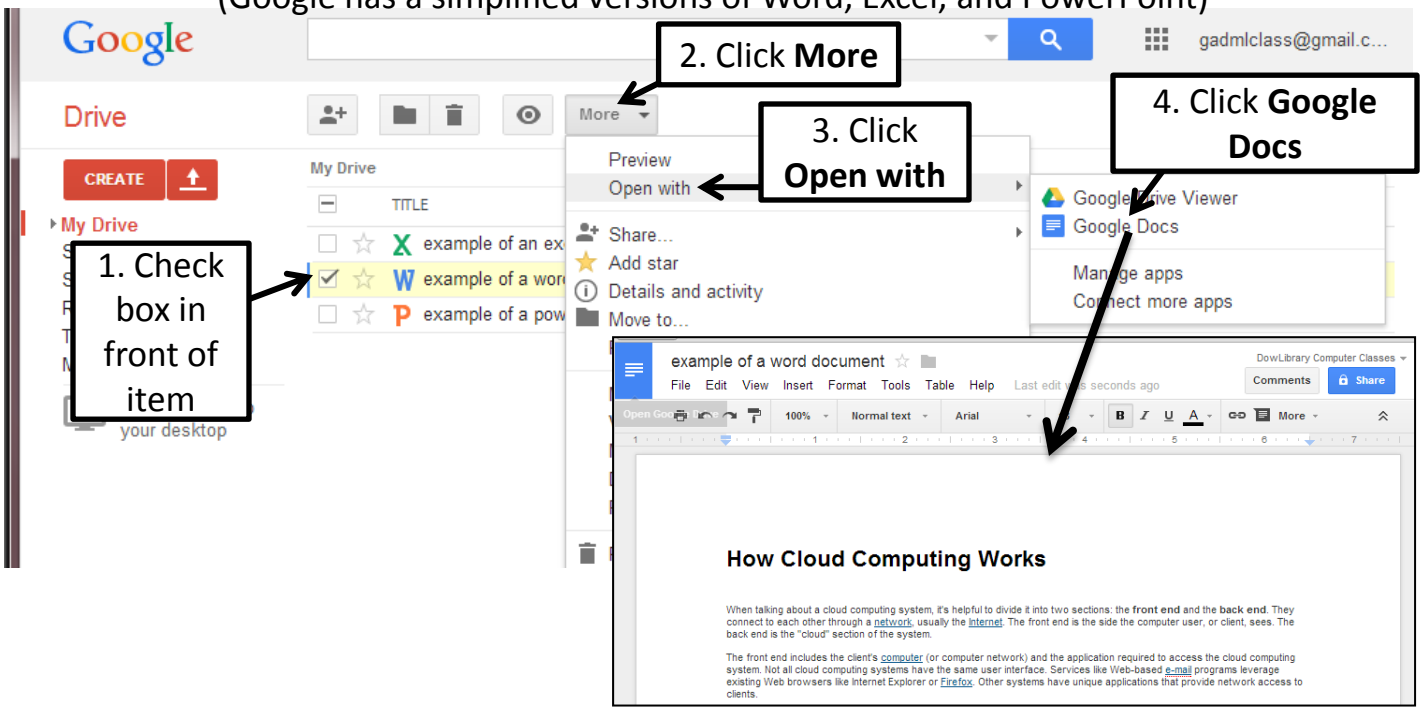


Return to Documents

Click the **X** to close the viewer and return to the Drive

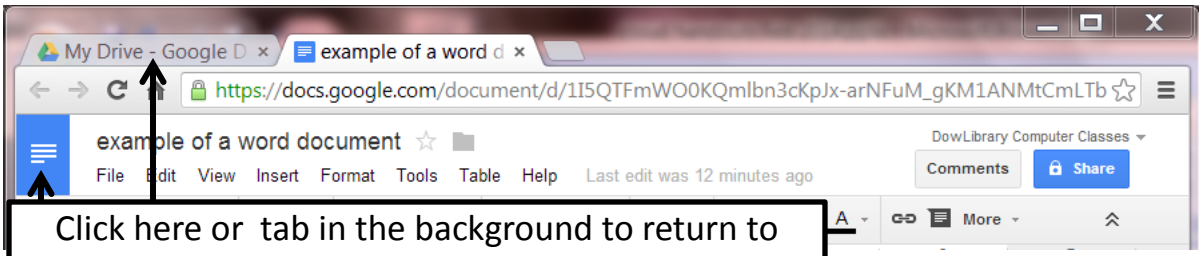
Edit the document on the webpage

(Google has a simplified versions of Word, Excel, and PowerPoint)

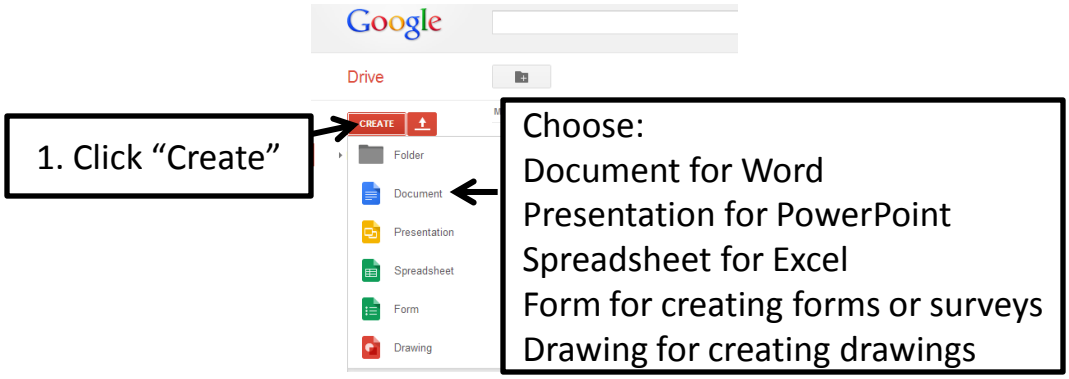


You will then use a simple editing program that resides on the Internet to make changes. Google will convert the document into it's own file type and will automatically save your changes as you work.

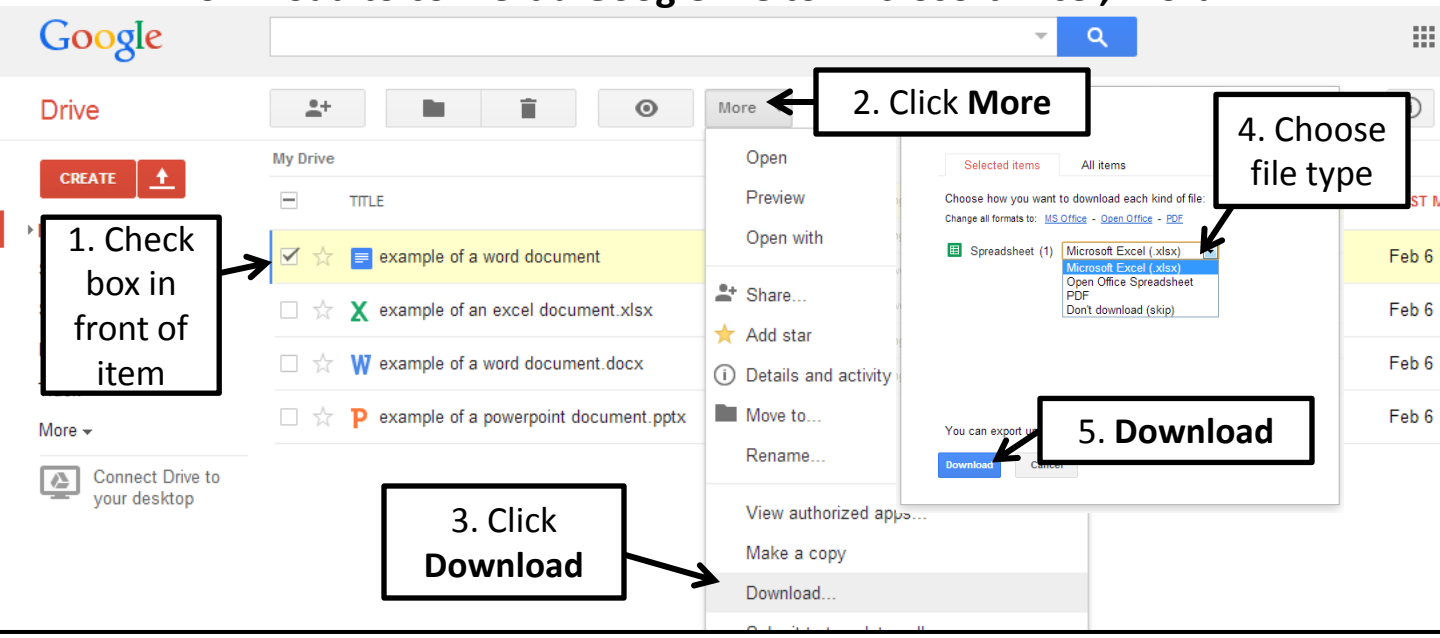
Return to Documents



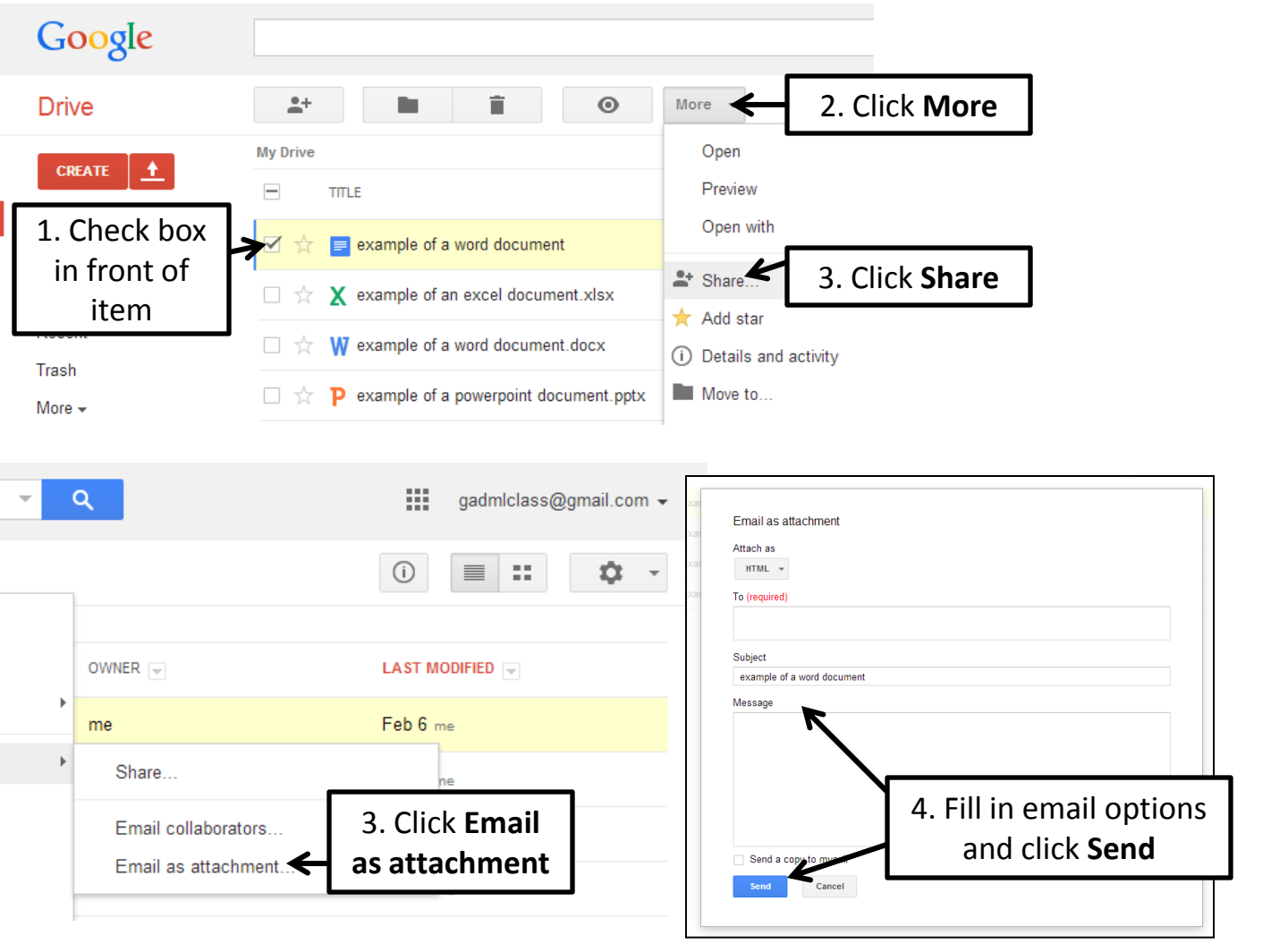
Create a new Document



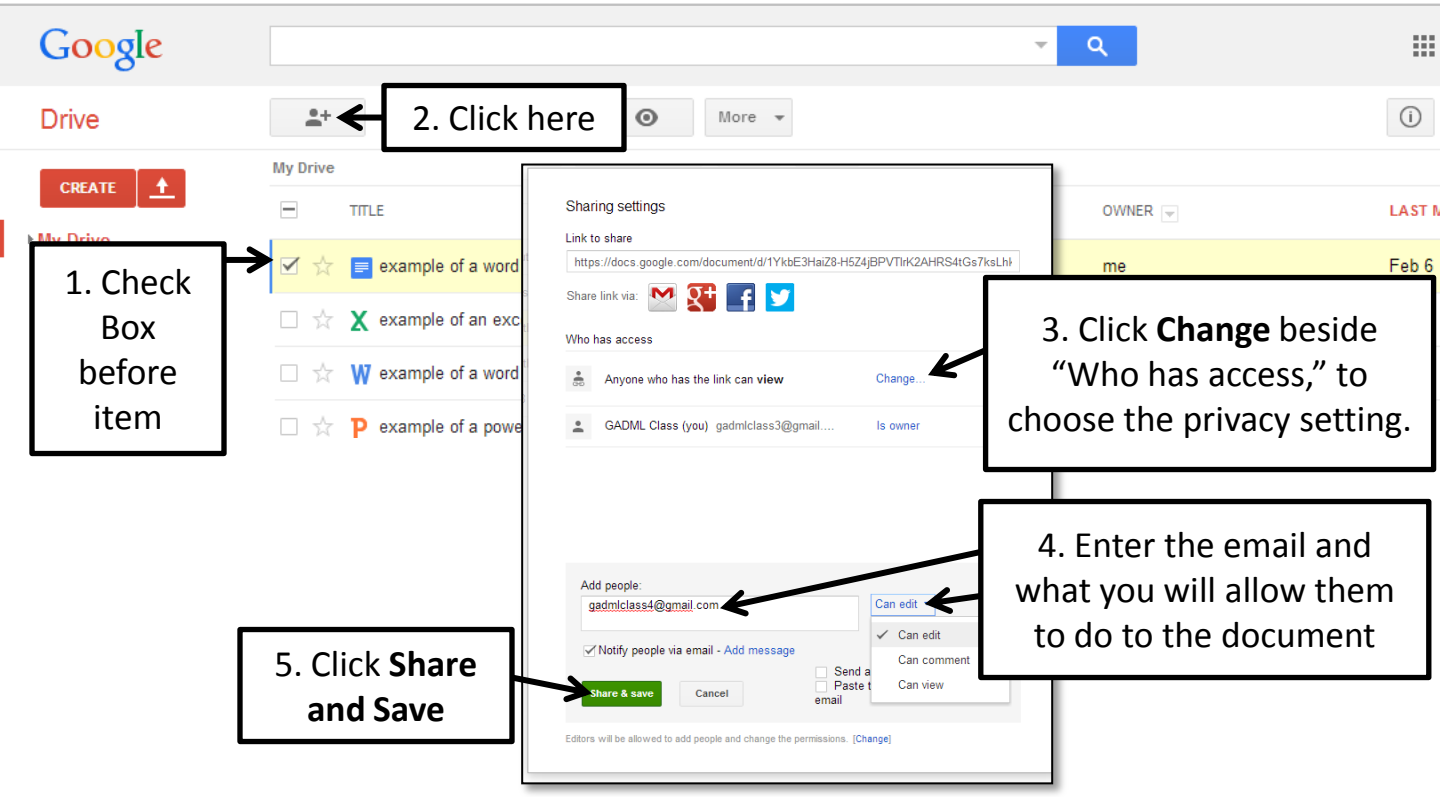
Download to convert a Google file to Microsoft Excel, Word …



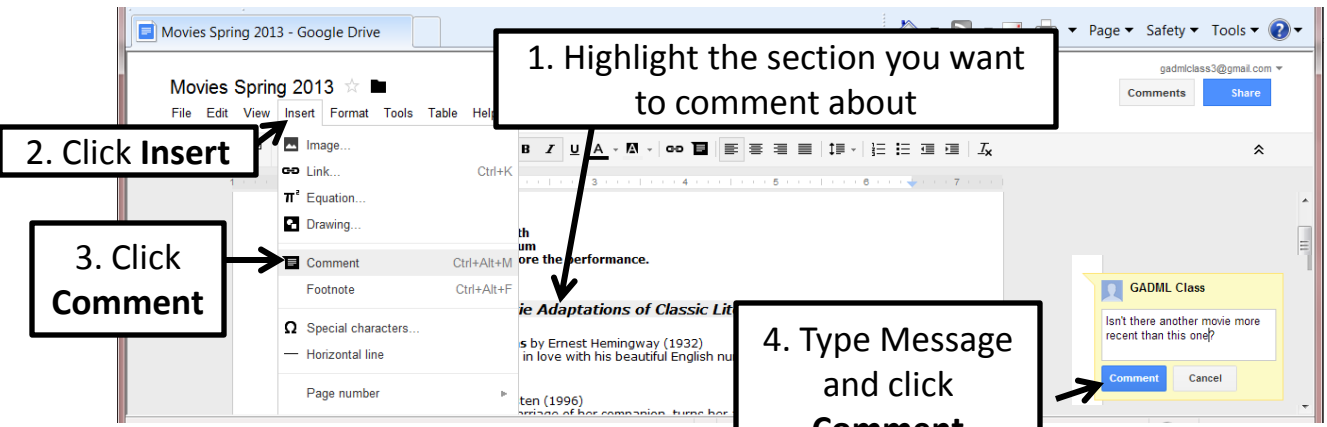
How to email a Google file as Excel, Word …



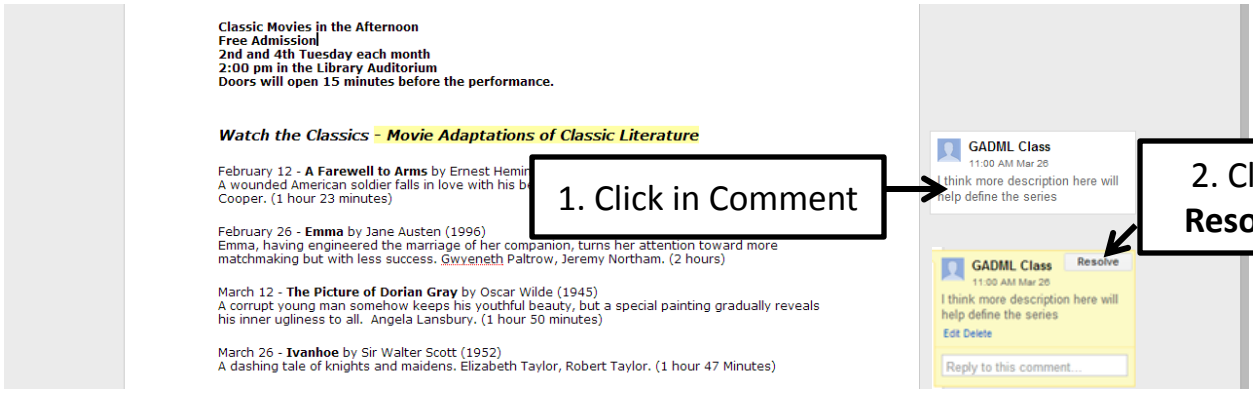
Collaborate You can share your documents with other people to review and edit.



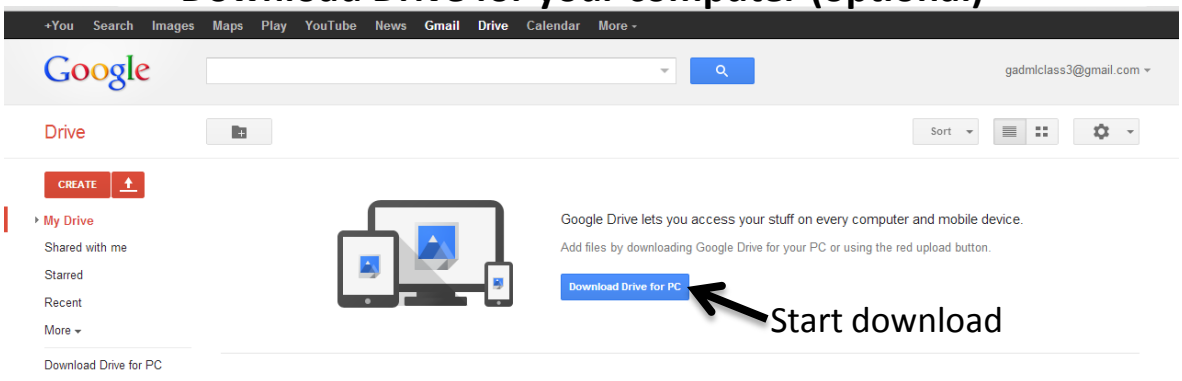
Use comments to communicate – In the Editor:



View and Remove the Comment

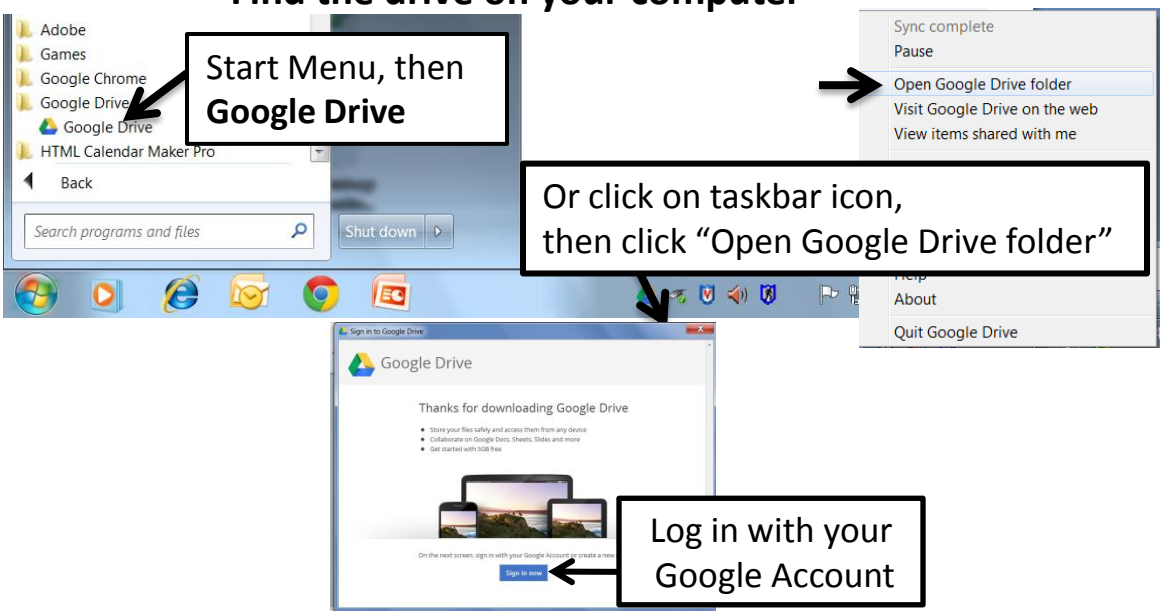


Download Drive for your computer (optional)

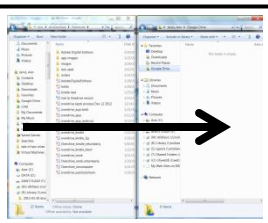


Install the Google program

Find the drive on your computer

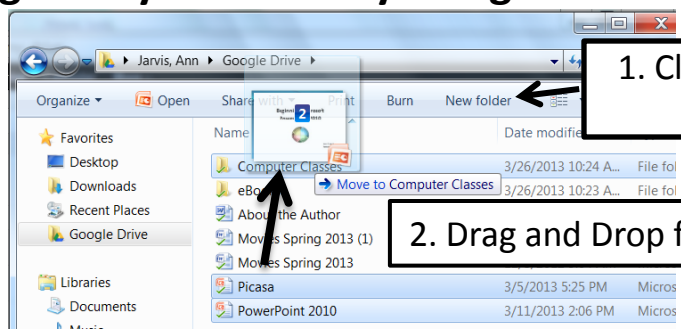


Upload from your computer – The drive shows up as a folder on your computer, anything you put into the folder will show up on the Google Drive webpage and devices that have the Google Drive App installed. Copy and paste from your computer folders to the Google Drive folder.



Organize your drive by using Folders

On your computer:
Create a “New Folder” and drag and drop files into the new folder.



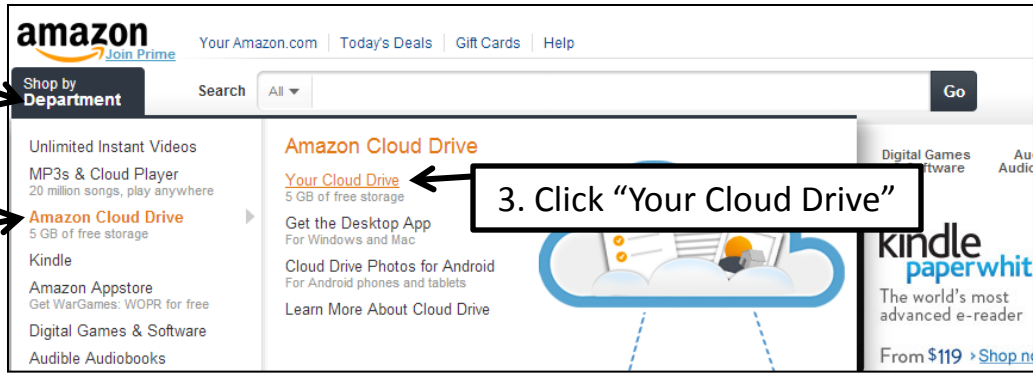
amazon cloud drive

Store Documents, Pictures, Music and Videos

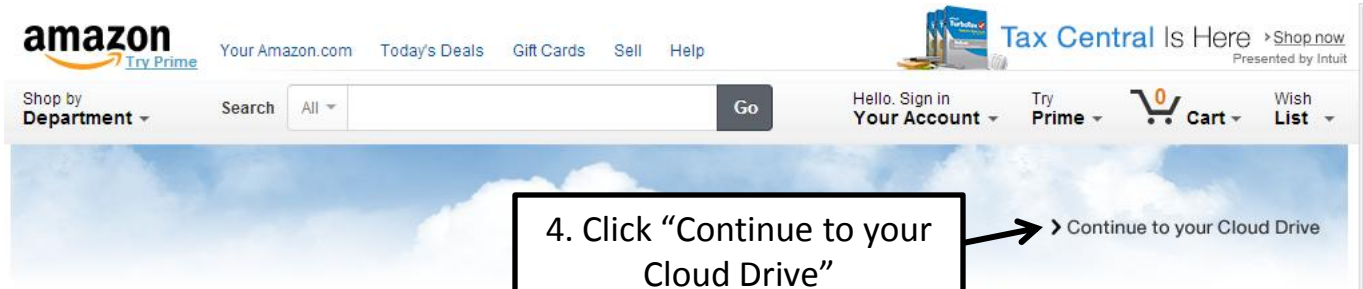
www.amazon.com – Visit the Amazon drive website, log-in with your Amazon account.

1. Click “Shop by Department”

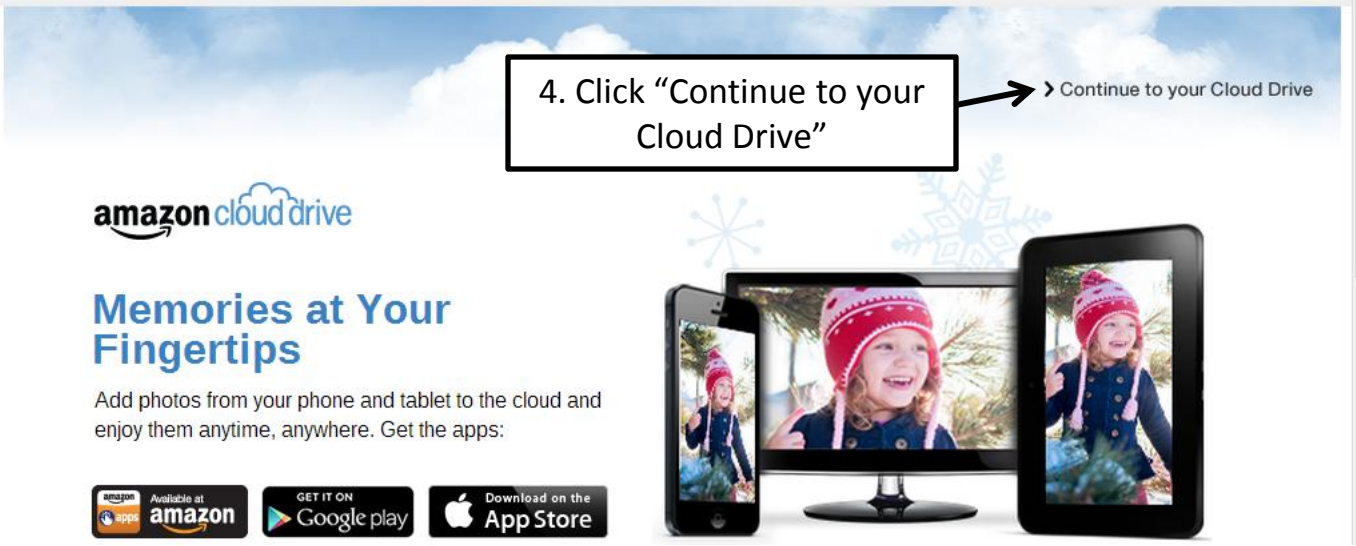
2. Click “Amazon Cloud Drive”

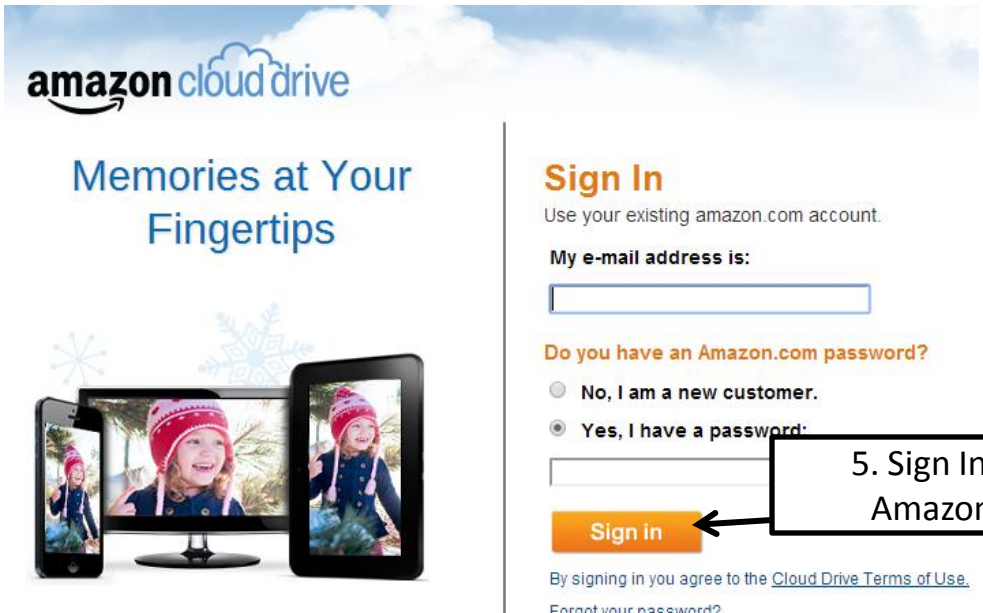


3. Click “Your Cloud Drive”



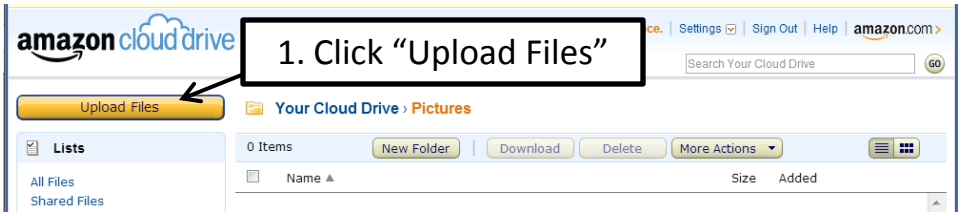
4. Click “Continue to your Cloud Drive”

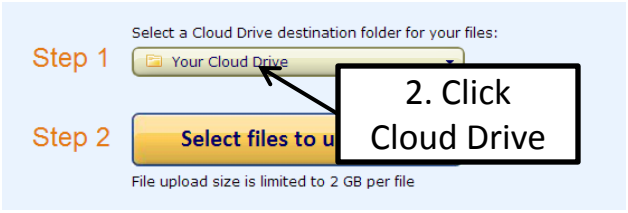


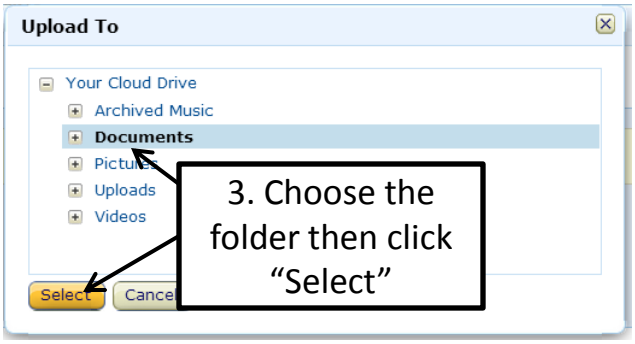


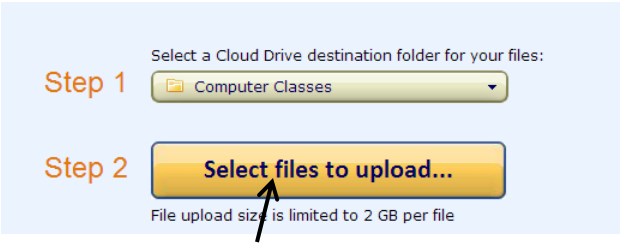
5. Sign In with your Amazon account

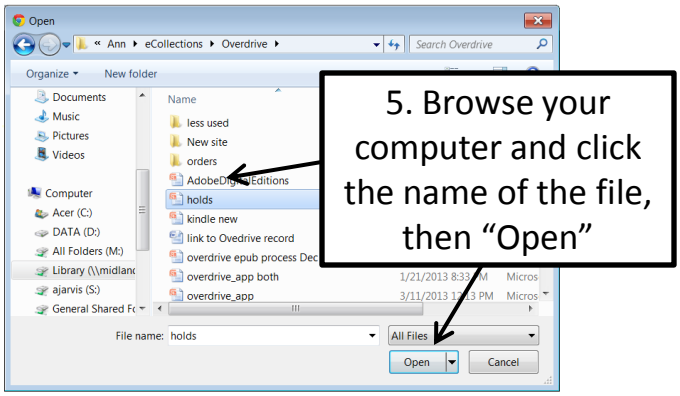
Upload from the webpage



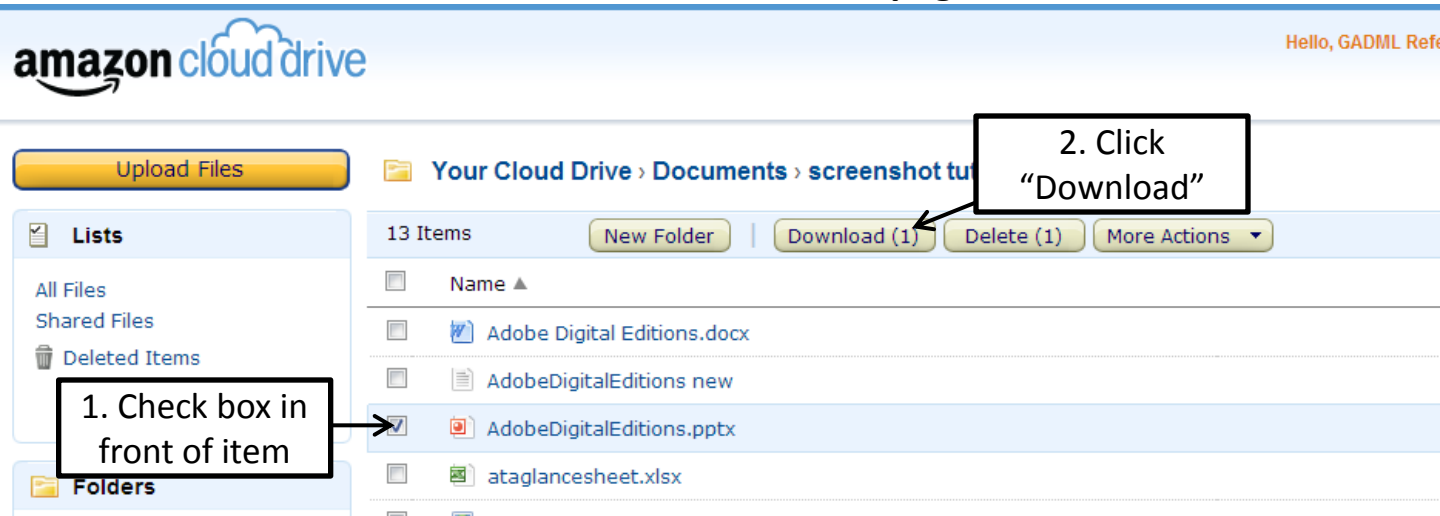




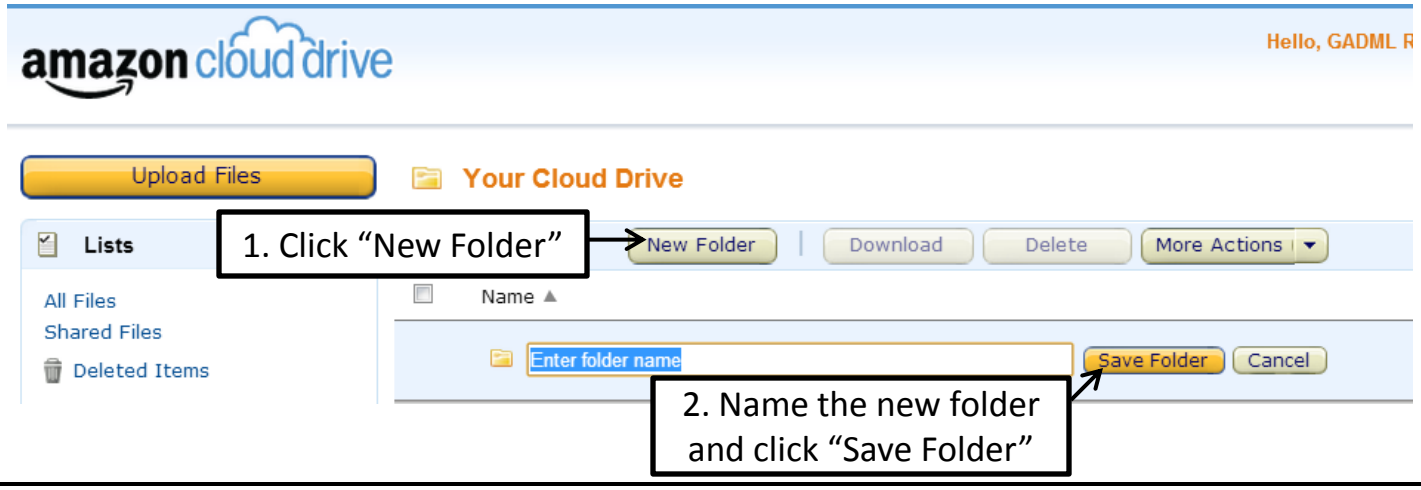




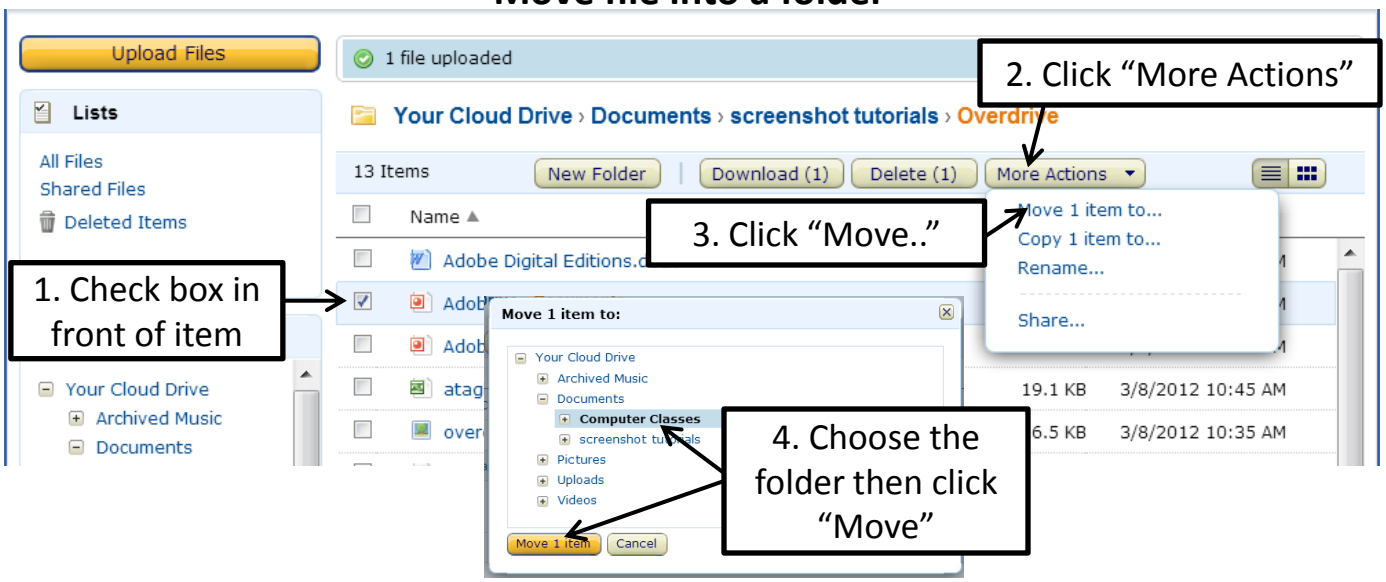
Download from the webpage



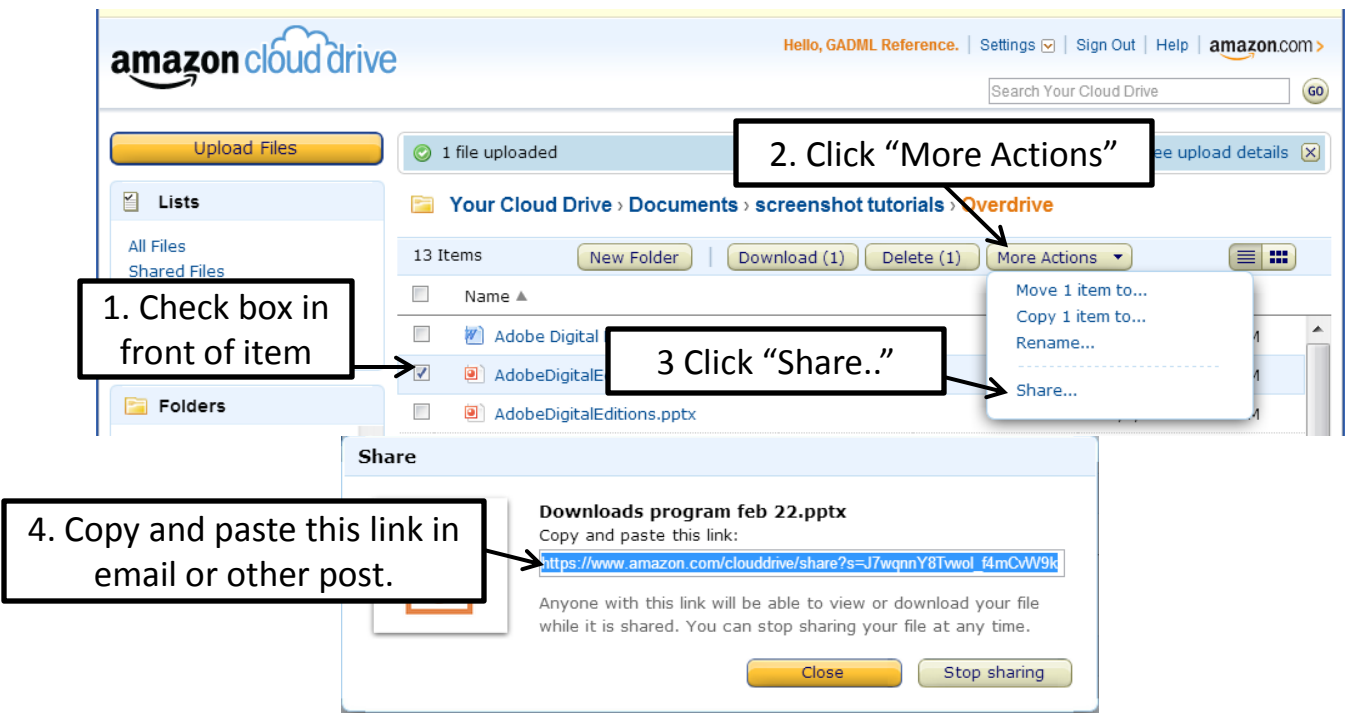
Organize by creating folders



Move file into a folder

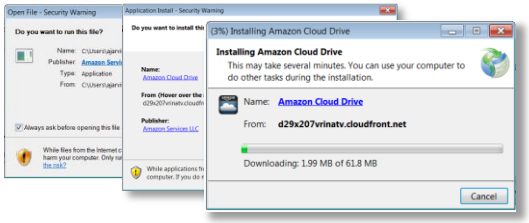


Share items with others to view



Download drive for your computer (optional)

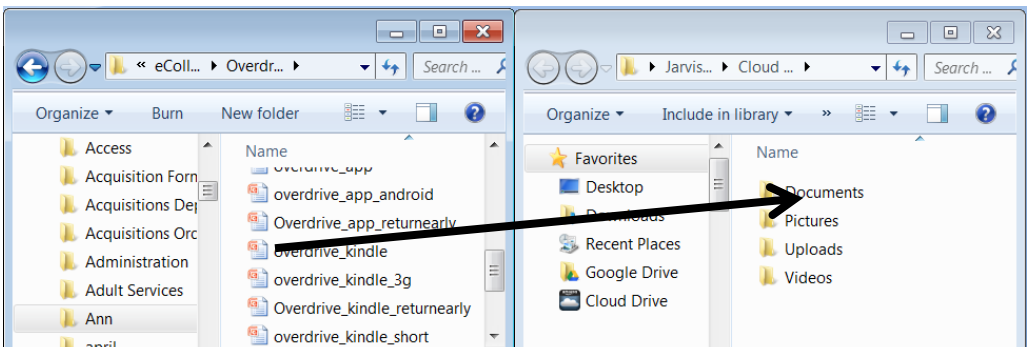
Install the Amazon Program



Sign in and launch Cloud Drive

Open Cloud folder by clicking icon on the task tray on your computer

Upload from your computer



Copy and paste from your computer to the Amazon Cloud Drive folder

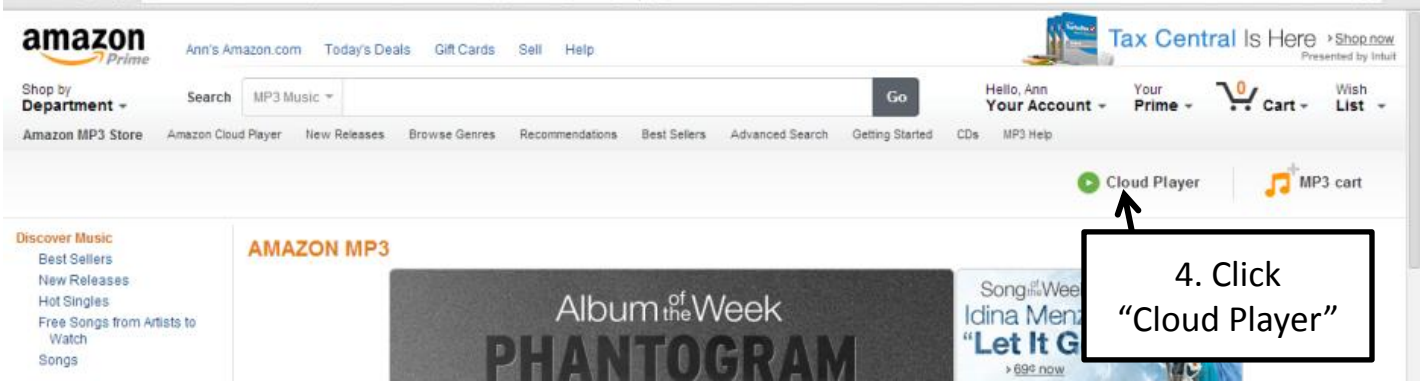
Amazon Music Cloud Player

Visit the webpage **amazon.com**

1. Click “Shop by Department”

2. Hover over “MP3 & Cloud Player”

3. Click “MP3 Store”



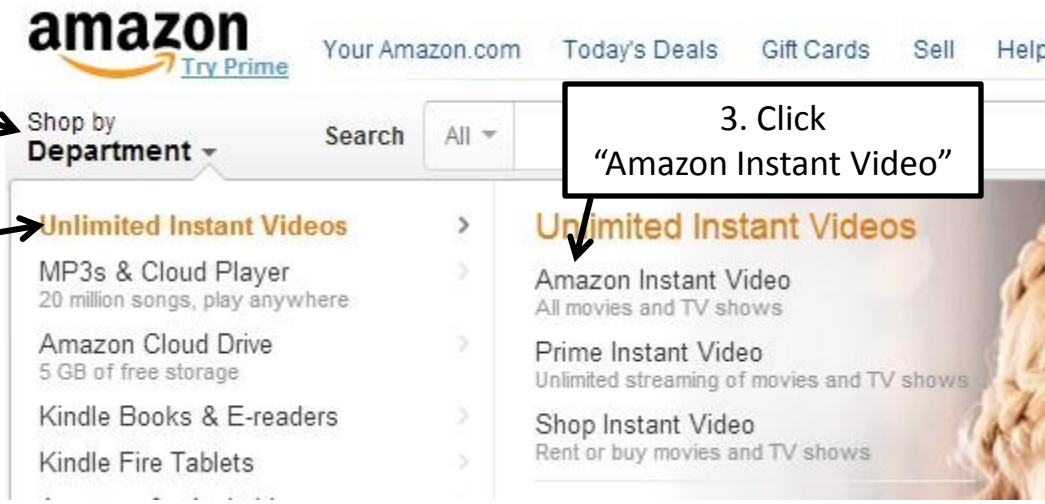
4. Click “Cloud Player”

Amazon Instant Video Service

Visit the webpage **amazon.com**

1. Click “Shop by Department”

2. Hover over “Unlimited Instant Videos”



3. Click “Amazon Instant Video”